These directions will walk you through how to open/close rooms online, in the event we are in or believe we may be in an oversold situation.

Connect Inn is the channel manager we use and is owned by Inn-Soft, the same folks who built Check-Inn our PMS (property management system). If you have difficulty with any of these steps during their working hours, call the directly at: **(503) 643-8162, option 2.**

Service hours are Monday – Friday, 8:00AM – 5:00PM, our time (MST).

After hours call your manager or Lucinda directly.
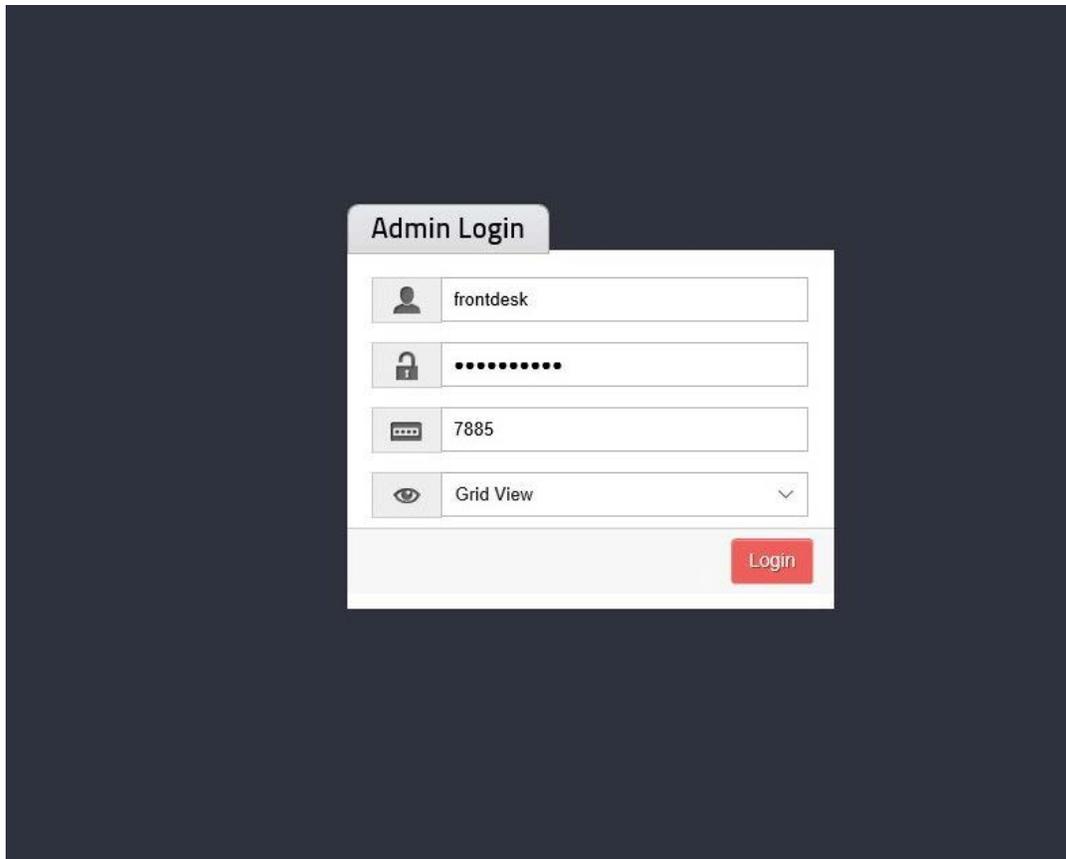
1. This is the login area. You may reach it by going to:

   http://live.ipms247.com/index.php/page/reservation.home

   Login: frontdesk

   PW – as provided by management

   Our property code is: 7885

2.This is the opening screen you will see.
(FYI – THIS IS ALSO WHERE YOU CAN CHECK YOUR RESERVATIONS)
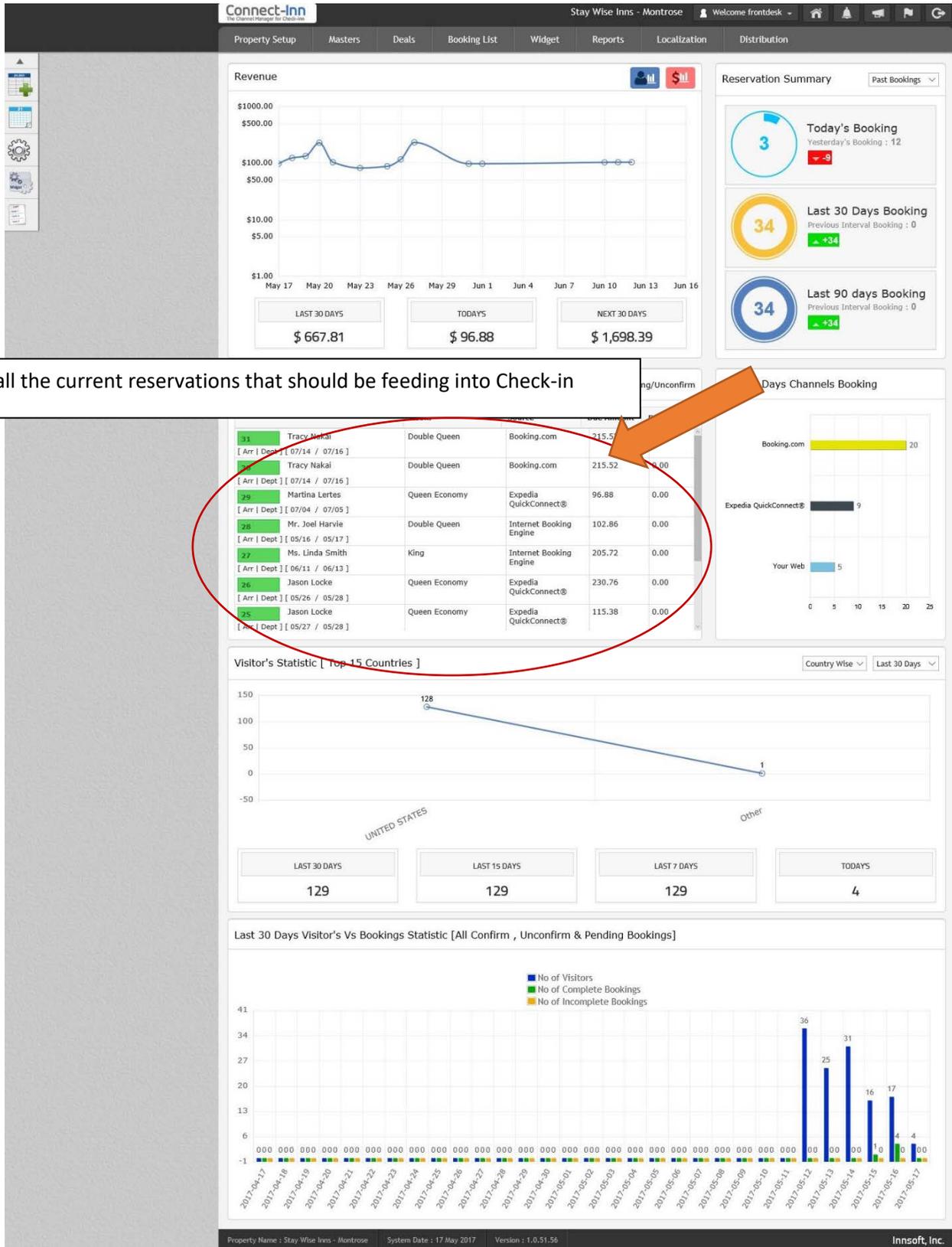
These are all the current reservations that should be feeding into Check-in

3. Click on the Deals tab. You will see a drop down Menu – select 'Monthly'.

4. Click on the Stop Cell tab
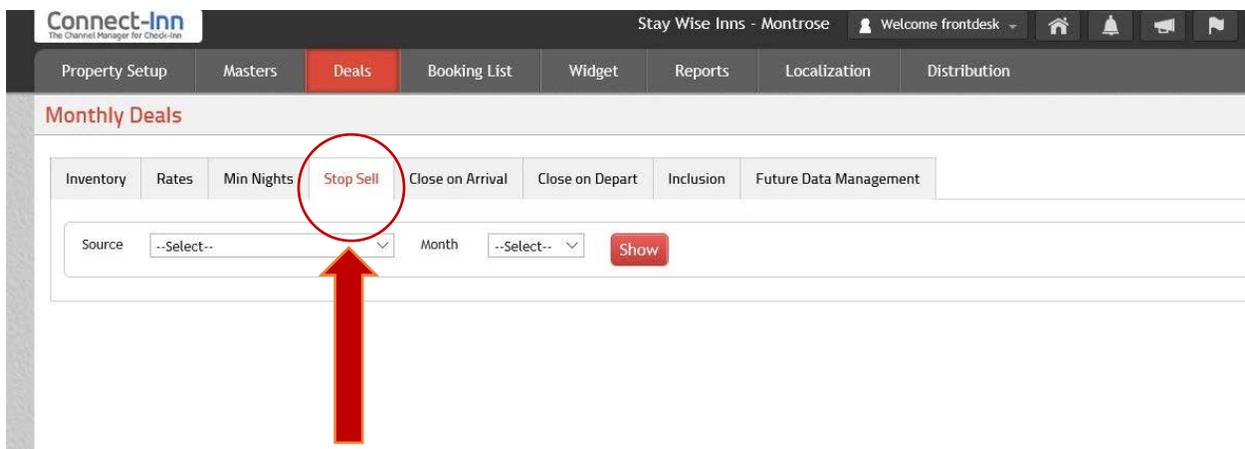
5. Click on the 'Source' selection and select OTA Common Pool.
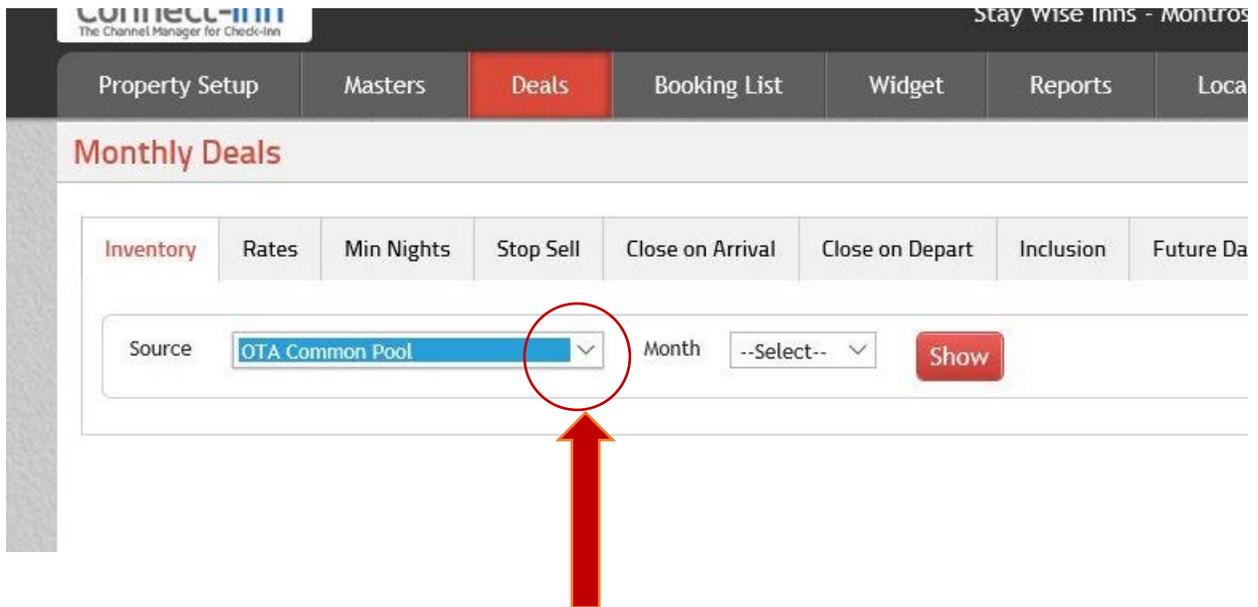
6. Click on the 'Month' selection and select the month that contains the dates you are wanting to close.

Then click the red Show button.
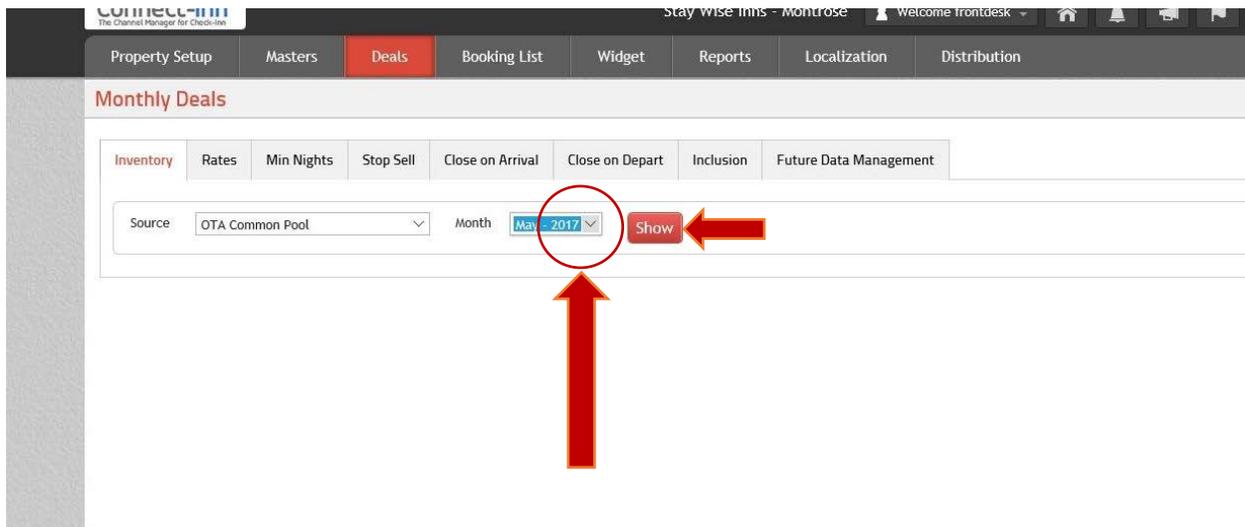
7. You will see a grid like the one below.

8. Click on the top column of the days you want to close out.

For example, below we have clicked on the tabs for 3 Jun and 4 June – the entire column will be highlighted in red to show which days you are closing. Confirm these dates prior to going to the next step.

9. In the Change to area, select the round Stop Sell button, then click SAVE.

10. You will receive a pop-up that will ask you to confirm that you are updating your stop sell status, click Yes.

11. The screen will refresh and you will be able to see the days that have been stopped. These dates will have the red x through them.

12. To RE-OPEN, follow all the above steps. Highlight the closed days that you are wanting to reopen.

In the Change to area, select the round Start Sell button and then Save.

13. You will again see a pop up – click yes.

14. The grid should now display with the red x's removed and you'll know that those dates are open again.

15. At this point you **MUST** **ALSO** **close out our online booking engine**. Follow number's 3&4 as noted above, then click the Source area and select the www.staywisemontrose.com – WEB button.
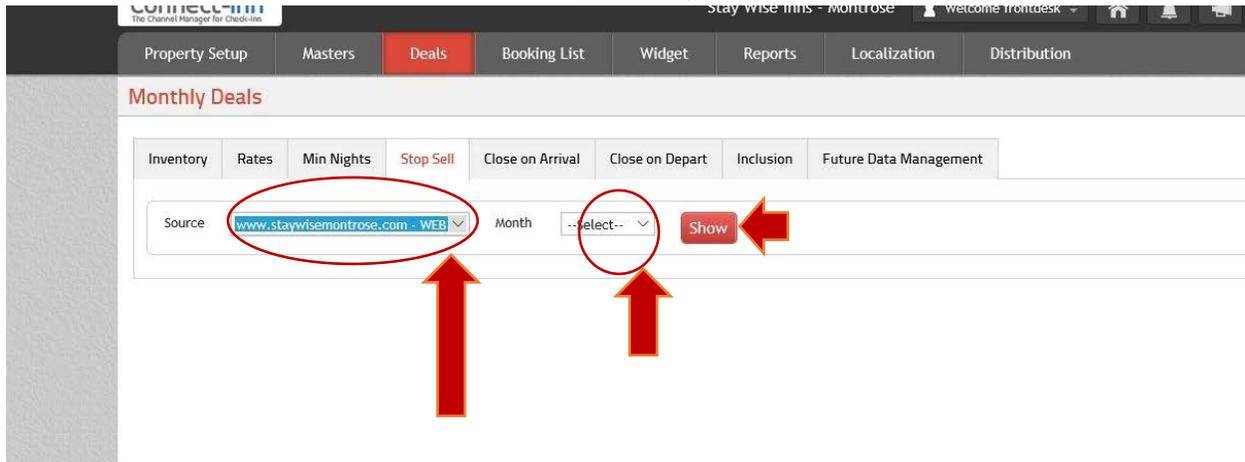
The rest of the steps are the same as you followed when you did the Stop/Start Sell for the OTA.

This should take care of the OTA's.